



AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

May 2008

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SPRING 2008 TEST REPORTS

May 15, 2008	AIMS HS Math Rapid Response Reports due
May 23, 2008	Last day to report to CTB problems with AIMS HS Writing/Reading reports
May 30, 2008	AIMS HS Math complete reports due <i>TerraNova</i> reports (G2 & G9) due
June 6, 2008	AIMS DPA reports due
July 3, 2008	Last day to report to CTB problems with AIMS HS Math or <i>TerraNova</i> reports
July 11, 2008	Last day to report to CTB problems with AIMS DPA reports
Aug. 15, 2008	AIMS Science reports (G4, G8, & HS) due
Sept. 19, 2008	Last day to report to CTB problems with AIMS Science reports

TESTING CALENDAR FOR FALL 2008

Aug. 15, 2008	Test Coordinator Info. Sheet Due
Mid-Aug. 2008	Register for Mandatory Fall 2008 AIMS HS Pre-Test Workshop
Mid-Aug. 2008	Online Ordering for Fall 2008 AIMS HS Test Materials
Late Sept. 2008	Fall 2008 AIMS HS Pre-Test Workshops (Flagstaff, Phoenix, Tucson)
Oct. 28, 2008	AIMS HS – Writing test
Oct. 29, 2008	AIMS HS – Reading test
Oct. 30, 2008	AIMS HS – Mathematics test
Mid-Dec. 2008	Fall 2008 AIMS HS test reports due

TESTING CALENDAR FOR SPRING 2009

AIMS HS

Feb. 24, 2009	AIMS HS – Writing test
Feb. 25, 2009	AIMS HS – Reading test
Mar. 3, 2009	AIMS HS – Writing test make-up
Mar. 4, 2009	AIMS HS – Reading test make-up
Apr. 1, 2009	AIMS HS – Mathematics test
Apr. 2, 2009	AIMS HS – Science test
Apr. 7, 2009	AIMS HS – Mathematics test make-up

AIMS DPA

Mar. 30 – Apr. 17, 2009	AIMS DPA (Writing, Reading, Mathematics, & Science)
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TerraNova

Mar. 30 – Apr. 17, 2009	Schedule 2 days for Grade 2 Schedule 1 or 2 days for Grade 9
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CORRECTING TEST DATA

Accurate public reporting of test results, AYP evaluations, and AZ LEARNS profiles are dependent upon schools following the procedures below for correcting the paper test reports and the electronic test records.

Correcting Paper Test Reports

The ADE Assessment Section and CTB/McGraw-Hill have established closing dates for reporting problems with test reports such as missing reports or errors on reports. These closing dates are shown in the calendar in the left hand column of this page.

Please review all reports carefully as soon as they arrive so that any problems can be reported before the closing date.

All requests for changes to demographic data in existing Spring 2008 test reports (student name, SAIS ID, school, etc.), all requests to search for missing test results, and any other request that could result in a change in the data recorded in the state's electronic test record must be made by the closing dates. Problems with reports found after the closing date or reported after the closing date may not be corrected.

Correcting Electronic Test Records

When ADE imports the electronic test record from CTB/McGraw-Hill, the student test records are matched to student records in SAIS based on both on the student's SAIS ID and the student's school enrollment information. Only matched student test records are used for public reporting, for AYP evaluations, and for AZ LEARNS profiles.

The *SAIS ID Correction Application* located on the AZ LEARNS / Adequate Yearly Progress page of the ADE Common Logon identifies students with unmatched test records. Test records with invalid SAIS IDs will show as not matched. Records with valid SAIS IDs will show on the report as not matched if the student does not have an enrollment in the school. For a successful match, the student's enrollment needs to be correct through SAIS. Follow the directions on the *Testing Data Correction Application* page for submitting corrected SAIS IDs for students whose test records have incorrect SAIS IDs. **It is the school's responsibility to correct the SAIS numbers for these mismatched students using this application no later than June 30, 2008. It is the school's responsibility to complete all SAIS corrections prior to SAIS closing on June 30, 2008.**

All "not enrolled" students, such as home schooled and private schooled students who tested on AIMS in a public school, should appear as mismatched students. This is correct as it shows that the test results for these not enrolled students will not be included in any public reporting or in any accountability measure.

INCORRECT USE OF STUDENT BAR CODE LABELS

A number of answer documents arrived at the scoring center with a student bar code label that belonged on an answer document for a different test. All of these issues involved AIMS Science in one way or another.

When this error occurred in Grade 4 or Grade 8, either an AIMS DPA student bar code label was used on an AIMS Science answer document, or an AIMS Science student bar code label was used on an AIMS DPA answer document.

When this error occurred in high school, either an AIMS HS Mathematics student bar code label was used on an AIMS HS Science answer document or an AIMS HS Science student bar code label was used on an AIMS HS Mathematics answer document.

For all of the above scenarios, the scanners were unable to read the student bar code because the bar code did not belong to that type of answer document. Since the scanners could not read the bar code label, the student's name was hand entered by the CTB/McGraw-Hill scanning staff. Other student demographic data, such as gender, ethnicity, date of birth, and SAIS ID number, were not hand entered. So, all student demographic data other than student name will be missing in the paper reports and electronic test data for students with this bar code label / answer document mismatch situation.

ADE is not able to match student test results to their schools with only the student's name. Follow the directions on the *SAIS ID Correction Application* located on the AZ LEARNS / Adequate Yearly Progress page of the ADE Common Logon for submitting correct SAIS IDs for these students.

EMBARGO OF AGGREGATE TEST RESULTS

Aggregate AIMS HS, AIMS DPA, and *TerraNova* test results in any form are embargoed and are not to be shared with the public until the public release of test results by the Arizona Department of Education. This information may be shared with staff only on a need-to-know basis. The public release of AIMS HS, AIMS DPA, and *TerraNova* results is scheduled for September 17, 2008.

RELEASING STUDENT TEST REPORTS

The AIMS HS student reports, AIMS DPA student reports and longitudinal reports, AIMS Science student reports, and *TerraNova* home reports may be released to students and parents immediately upon their receipt. These student level reports are not subject to the embargo on aggregate test results.

AIMS AUGMENTATION

As of May 7, 2008, the bill that would reinstate AIMS Augmentation (HB 2008) was still waiting for a vote in the State Senate. If AIMS Augmentation becomes law again, district test coordinators will be notified.

SUMMER 2008 AIMS HS TESTING

As of May 7, 2008, the status of summer AIMS testing is undecided pending the final outcome of the AIMS Augmentation bill and the budget for fiscal year 2009. District test coordinators will be notified once the final status of summer AIMS testing has been determined.

TESTING INFORMATION FOR 2008-2009

The testing dates for the 2008-2009 school year and some of the other key event dates for Fall 2008 are on page one. The August edition of the AIMS Update will include all key event dates for August through December 2008 and some more details for Spring 2009 testing.

High Schools Not in Session on an AIMS Test Date

High schools that will not be in session on one or more of the 2008-2009 AIMS HS test dates are required to request permission to test on alternate test dates. This request should be made **prior** to the beginning of the 2008-2009 school year. Such requests must be submitted to Irene Hunting, Director of State Test Administration, on official district/school letterhead by the superintendent or charter representative and must include a copy of the official 2008-2009 school calendar.

High School Students Retesting to "Exceed"

As in previous years, ADE expects high schools to establish a sign-up procedure for students who are retaking any AIMS HS test in an effort to earn an "Exceeds." Please communicate this sign-up procedure to parents. This notification may be included in a regular newsletter or mailing to parents.

The sign-up procedure for Fall 2008 AIMS HS test must be early enough that the tests needed for students retesting to "Exceed" can be ordered during on-line ordering in August. Test coordinators are not to wait until the short-add window to order tests for the students who are retesting to "Exceed."

AIMS DPA Scheduling

There has been no change to the Spring 2009 AIMS DPA test window. As in the past, when Easter occurs during the normal two week test window, the DPA test window is expanded to three weeks. For 2009, the DPA test window is three weeks long.

AIMS DPA testing may be moved to later in April in future years. A final decision on AIMS DPA test windows for Spring 2010 and beyond will be made later this summer.

The restrictions and guidelines for the scheduling of Spring 2009 AIMS DPA testing are the similar to those from previous years. **Specific AIMS DPA test dates that comply with the following guidelines must be included on the Test Coordinator Information Sheet for each charter or district with any students Grades 3 through 8.**

- All schools within the same district or charter must schedule testing for the exact same dates.
- For districts/charters in session the week of March 30, Day 1 of testing (Writing) must be scheduled no later than Wednesday April 1.
- For districts/charters **not** in session the week of March 30, Day 1 of testing (Writing) must be scheduled no later than Wednesday April 8.
- Days 2, 3, and 4 of testing (Reading and Mathematics) must follow in order but not necessarily on consecutive days.
- Day 4 of testing must be scheduled no later than Wednesday, April 15.
- Day 5 of testing (G4 and G8 Science) must be scheduled no later than Thursday, April 16.
- Make-up testing is to be scheduled as needed, but all make-up testing must be completed by Friday, April 17.

AIMS Science – Grade 4 and Grade 8

Spring 2009 AIMS Science testing for Grades 4 and 8 will be nearly identical to the previous year of AIMS Science testing. All students in Grade 4 and all students in Grade 8 will participate in AIMS Science testing. The only students exempted from this test are those who participate in AIMS-A testing.

For Grade 4 and Grade 8, the AIMS Science test will be administered as Day 5 of the AIMS DPA test. Day 5 is to be scheduled after Day 4 but no later than April 16. All schools within a district or charter must schedule Day 5 on the same date. Make-up for AIMS Science in Grades 4 and 8 is optional.

For Grade 4 and Grade 8, the AIMS Science test book will be separate from the AIMS DPA test book, and the AIMS Science answer document will be separate from the AIMS DPA answer document. The color of the Grade 8 AIMS Science test book and answer document will be changed for Spring 2009 to make it easier to differentiate from the Grade 8 AIMS DPA test book and answer document. The directions for administering the AIMS Science tests will be included in the AIMS DPA Test Administration Directions manual.

AIMS Science – High School

High school students will take the AIMS Science test no more than once, either during their first year of high school or during their second year of high school.

In Spring 2009 and beyond, the population of high school students testing on AIMS Science will be as follows.

- **All** students in the cohort that would normally be considered tenth grade **will** test on AIMS Science if they do not have an AIMS Science score from the previous year regardless of their being enrolled in a life science course or not.
- Students in the cohort that would normally be considered ninth graders **may** test on AIMS Science if enrolled in a life science course.

So, specifically for Spring 2009, all cohort 2011 students (generally tenth graders) who did not test on AIMS Science during Spring 2008, will participate in the AIMS Science test. Cohort 2012 students (generally ninth graders) who are enrolled in a life science course may test on AIMS Science in Spring 2009.

Since passing the AIMS Science test is not required for graduation from high school, there is no AIMS Science testing for high school students in fall. Since AIMS Science is not currently included in AYP calculations, there is no make-up test day scheduled for spring.

AIMS Science test results for high school must be posted on high school transcripts per A.R. S. § 15-743 (F) and State Board of Education guidance.

SUMMER HOURS FOR MARY PAT & IRENE

Both Mary Pat Wood and Irene Hunting are taking advantage of ADE's opportunity to work four 10-hour days per week during the summer. From now until August 25, Mary Pat and Irene will be in the office from 6:30 a.m. until 5:00 p.m. Mondays through Thursdays. Other ADE Assessment staff will be in the office on Fridays should an urgent matter arise.

TEST COORDINATOR INFORMATION SHEET

State Board of Education rule R7-2-310 identifies the superintendent or head of district as the person in charge of testing within the district. Per this rule, the superintendent may designate a testing coordinator to act on his/her behalf.

A Test Coordinator Information Sheet for 2008-2009 is attached. Every district and charter is expected to submit a new test coordinator information sheet every year even if the superintendent is assuming the role of test coordinator and even if the test coordinator information remains the same from year to year.

One of the keys to a successful test administration is a well-informed, well-trained, involved district test coordinator. Included on the Test Coordinator Information Sheet is a partial list of district test coordinator responsibilities. Only those individuals who are willing and able to complete all of these listed responsibilities for the entire school year should be assigned to serve as district test coordinator.

The due date for the Test Coordinator Information Sheet for 2008-2009 is August 15, 2008. For districts/charters with any students in Grades 3 – 8, the specific AIMS DPA testing dates must be included on the Test Coordinator Information Sheet.

CONTACT INFORMATION

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Roberta Alley, Deputy Associate Superintendent
Telephone: (602) 364-1164
Email: Roberta.Alley@azed.gov

Irene Hunting, Director of State Test Administration
Telephone: (602) 542-5450
Email: Irene.Hunting@azed.gov

Mary Pat Wood, State Test Coordinator
Telephone: (602) 542-5345
Email: MaryPat.Wood@azed.gov

To add your name to the Test Coordinator's email list or for questions regarding testing, contact Mary Pat Wood.

Test Coordinator Web Page:

www.azed.gov/standards/AIMS/Administering

CTB/McGraw-Hill

Arizona Help Desk
Telephone: (888) 630-9145
FAX: (888) 282-0266
Email: ArizonaHelpDesk@ctb.com

Regarding the purchase of CTB products, contact:
Kelly Powell, Evaluation Consultant
Telephone: (602) 885-1907
Email: Kelly.Powell@ctb.com

Test Coordinator Information Sheet
School Year 2008 – 2009

State Board of Education Rule R7-2-310 allows the superintendent or head of district to designate a test coordinator to act on his/her behalf. If no test coordinator is designated, the superintendent or head of district will serve as the test coordinator. This person will be referred to as the “district test coordinator.”

The person named on this information sheet will serve as the test coordinator for all schools within the district or for all schools operated under the same charter and is expected to serve in this role for the entire school year.

District test coordinators are responsible for the timely completion of all AIMS & *TerraNova* testing activities within their district/charter. These activities include but are not limited to:

- Attending a HS Fall Pre-Test Workshop in September (if district/charter has high schools)
- Attending a Spring Pre-Test Workshop in January
- Serving as liaison between Department of Education, CTB/McGraw-Hill, and district/charter personnel
- Ordering all AIMS HS (both Fall and Spring), AIMS DPA, and *TerraNova* materials for all schools within district/charter.
- Coordinating, distributing, and collecting all test materials for all schools for the district/charter holder
- Training/assisting faculty at all testing sites
- Checking ADE website regularly for AIMS Updates and AIMS Alerts

Name of District or Charter: _____ Entity Number _____

Name of Superintendent or Charter Representative: _____

Name of District Test Coordinator*: _____

Mailing address: _____

Shipping address: (no P.O. Boxes): _____

Phone number(s) of Test Coordinator: (work) _____ (cell) _____

E-Mail address for Test Coordinator: _____

This district/charter will be administering (check all that apply):

- ☐ AIMS HS – Dates predetermined by state
- ☐ AIMS DPA – Identify the five administration dates for Spring 2009 AIMS DPA for Grades 3 – 8 only

Date 1: _____ Day 2: _____ Day 3: _____ Day 4: _____ Day 5: _____

I certify that the person* named above is authorized to act on my behalf as district test coordinator. I understand, and the person designated above understands, that one of the responsibilities of the district test coordinator is attendance at the Pre-Test Workshop(s).

If the person designated above is unable to attend a Pre-Test Workshop, I will attend in his/her place.

Superintendent/Charter Representative's Signature: _____ Date _____